

IMPORTANT INFORMATION CONCERNING YOUR PASSPORT AND VISA

To ensure that you are able to meet your scheduled RNLTD, you must submit your application for a passport and visa at the earliest opportunity. This should be your first priority in preparing for your assignment to the United States Military Training Mission. Because this process requires coordination with many offices (host nation, Department of State), it can sometimes take eight weeks or longer before you obtain your passport and visa.

Because of the unique mission of USMTM, many offices are unaware of the particular passport/visa requirements. You must possess a **diplomatic** passport (not official passport) AND you must have a **multi-entry/exit visa**. You should apply for the passport and the visa simultaneously. As a USMTM member, you cannot enter the Kingdom of Saudi Arabia on a military ID card. Additionally, you must fly into the commercial airport at Riyadh (not PSAB.)

Your sponsor should assist you if you have any difficulties, but you must also remain persistent in following up with your local passport agent. We have attached an "expedite letter" from the Chief, USMTM, which you should provide your passport agent if you are within sixty days of your anticipated departure date.

Your point of contact for initiating the passport/visa process should be your passport agent at Outbound Assignments. The following will be required:

- Four copies of your PCS orders
- An original and three copies of the DDFm 1056 ("Authorization to Apply for a No-Fee Passport And/Or Request for Visa") -- This form will be provided by your Passport Agent, but a copy of this form is also available on this intranet site. Please see the following for additional information on completing the form: <http://www.dp.hq.af.mil/dplp/Passports/AFTrngHdbk/chap05.htm> In block 17, be sure to type in "Visa Required". You will apply for a diplomatic passport and a multi-entry/exit visa at the same time. If your passport agent advises you that you must await the return of the diplomatic passport before applying for a visa, this is not correct. Refer the passport agent to the following web site: <http://www.dp.hq.af.mil/dplp/Passports/AFTrngHdbk/chap05.htm>
- A certified true copy of your U.S. birth certificate OR an original passport (personal or official)
- Six passport-size photos (civilian dress) -- Although only four photos are required for the passport, and two for the visa, we recommend additional photos (15). These will be useful when you apply for special badges or other visas after arrival at USMTM.

- A copy of your projected itinerary – Even if you believe that the dates may change, you will need a printout of an itinerary. If unsure of the departure date, select an earlier date to ensure timely processing of your passport and visa applications.
- An application for Visa -- A visa application is provided for you on our intranet site. Please note that the application must be legal size (8.5" x 14") General information for completion of the form is contained at <http://www.dp.hq.af.mil/dplp/Visas/VisaER/Saudi-ER.htm> The following information must also be included verbatim: (a) In the lower half of the page at: "Name and address of company or individual in the Kingdom", respond "USMTM, Riyadh KSA, APO AE 09803"; (b) In the "For official use only" section under "Visit/Work for:", respond "Going to work for USMTM"; (c) At the bottom, under "Company Name", insert "Going to work for USMTM"; (d) Under "Company or home address", insert "USMTM, Riyadh KSA, APO AE 09803"; and (e) Under "Tel. No.", insert "478-1100".

If you have any problems which you cannot resolve with your passport agent, please immediately contact your sponsor and/or the Directorate of Personnel/Adjutant General (DPAG@usmtm.sppn.af.mil).



HEADQUARTERS
UNITED STATES MILITARY TRAINING MISSION
TO SAUDI ARABIA
APO AE 09803-1300

OFFICE OF THE CHIEF

MEMORANDUM FOR PASSPORT AGENT

SUBJECT: Authorization for Expedited Processing

1. In accordance with paragraph C2.4.1.2, DoD Regulation 1000.21-R, I hereby authorize expedited processing of the passport and visa application of this member, inbound to the United States Military Training Mission to Saudi Arabia. Special circumstances and unforeseen processing delays mandate expedited processing. It is imperative to the mission of this organization that the USMTM member arrives on or before the scheduled Report No Later Than Date.
2. Members assigned to the United States Military Training Mission perform vital diplomatic, security assistance functions. In coordination with the State Department (U.S. Embassy, Riyadh, Saudi Arabia), all members to the United States Military Training Mission to Saudi Arabia shall be issued diplomatic passports for a period of two years. Official passports are not authorized.
3. Visa applications should be submitted simultaneously with the passport application. Because USMTM members travel extensively in the AOR, passport agencies must ensure that the member has a multi-entry/exit visa from the Kingdom of Saudi Arabia.
4. Pursuant to paragraph C2.1.2.5.1, DoD Regulation 1000.21-R, this memorandum augments any PCS orders. This memorandum is authoritative and supersedes any contradictory direction in the PCS orders.
5. Regarding port of entry into the Kingdom of Saudi Arabia, members should be advised that flights to Prince Sultan Air Base (PSAB) are specifically prohibited by the host nation for USMTM members. No exceptions to this policy will be granted, and members who attempt to circumvent these restrictions will be subject to disciplinary action. The only authorized airport for USMTM members is King Khalid International Airport, Riyadh, Saudi Arabia.

6. Attached is passport/visa information for the military member. In the event that the diplomatic passport and multi-entry/exit visa are not received within ten days of the planned departure date, passport agents should immediately initiate tracer action (paragraph C4.4.2.1.1, DOD Regulation 1000.21-R). Notification should also be made to this organization. Our POC on this issue is the Directorate of Personnel/Adjutant General (DPAG@usmtm.sppn.af.mil). Thank you for your assistance.



MICHAEL N. FARAGE
Major General, USAF
Chief, United States Military Training Mission

Member Name: _____

SSN: _____

Rank/Grade: _____

Branch of Service: _____

Current Organization: _____

Organization Address/Phone: _____

Gaining Organization: _____

Gaining Org Address/Phone: _____

Report No Later Than Date: _____

Projected TDY/Leave Dates: _____

TDY/Leave Phone/Address: _____

Date DDFm 1056 Submitted: _____

Passport Agent: _____

Passport Agent Address/Phone: _____